

Rainbow Springs Community Club

P.O. Box 388
Granite Falls, WA 98252
(360) 691-2683

Board of Directors Virtual Meeting Minutes

Date: November 18th, 2020

Zoom meeting ID# 758 7388 5543

Meeting call to order by President, Jacob Bruce at 6:32 PM

Roll Call: Vice President: Marty Schoos, Secretary: Tammy Van Proyen, Treasurer: Sherry Lingle. Trustees: Maelissa Knobel, Kyle Knobel, Jodi Granger (2 open trustee positions) Tammy Van Proyen was available for part of the meeting as lost connection mid-way through the meeting. Absent & excused: Secretary: Tammy Van Proyen.

Public Input: Homeowner Brent Tiede attended with no public input.

Due to the Covid-19 pandemic shutdown and Governor mandated "Gatherings of 5 or less" as of October 1st, 2020, no open to the public meetings are allowed. In an attempt to keep business running, RSCC BOD has been conducting business and making decisions via e-mail. BOD is currently holding open/public virtual meetings and homeowners are invited to attend. Information to attend virtually, with meeting ID# is posted publicly on the Official RSCC website: www.RSCCArlington.com, and RSCC Facebook page.

Minutes taken by: Maelissa Knobel

Special Requests: One Homeowners present. No Special Requests via phone, email or social media

Treasurer report:

1. Treasurer presented October 2020 report missing from prior meeting due to needed reconciliation. Discussion and clarification of purchases were discussed. Marty motioned for BOD to approve October Treasurer Report. Jacob 2nd, all in favor, motion passed.
2. Treasurer presented November 2020 report. Discussion and clarification of purchases were discussed, larger expenses this month with the gate repairs were noted. Maelissa motioned for BOD to approve November Treasurer Report. Jacob 2nd, Sherry, Jodi, and Kyle in favor, Tammy not in favor, majority motion passed.
3. Requested Review of Profit and Loss Statement (funds spent vs funds available). Treasurer Sherry did not have information readily available but will provide documentation to BOD via email prior to Jan 2021 meeting for BOD Review.
4. Shareholder Financial Report (current, payment plans and delinquencies) in total the community has 78 lots that have not YTD, notices have been sent. Currently 7 lots on a payment plan with current up to date payments.
5. 2019 taxes update from treasurer. Sherry has contacted the processing company and left a message to inquire on status and additional steps needed. Sherry to follow up with company again and provide update to BOD.
6. Follow up regarding Div. 1. Lot 89 regarding fine of farm animals- 2nd fine letter went out on 9/17 written due upon receipt. Current fee amount is \$500.00. BOD will continue to assess daily fines until payment is received. Complaint has been filed with Snohomish county and legal council engaged to review options.

New Business:

1. October Meeting Minutes Review, no discrepancies identified. Marty motions to approve October minutes. Maelissa 2nd, all in favor, passed.
2. Stop sign down on 167th and Rainbow Dr. Post signs have been damaged potentially by a vehicle requiring complete replacement. All required parts to complete repair have been obtained and will be repaired by Jacob and Marty.
3. Corporate Seal topic item has been tabled to review during the next meeting.

Unfinished business:**1) HOA Officer Duties and Job Descriptions:**

- a. BOD Members Kyle, Marty, Jacob, Sherry, and Tammy reviewed and are in agreeance. Table this item until January Meeting to allow Jodi time to review and provide feedback.
- b. Documents sent to BOD for review on 11/17/20 by Tammy via email.

2) BOD Meeting signage:

- a. Maelissa will place the meeting signage at the gate on Thursday prior to monthly meeting. Signage was placed late in November due to an unclear assignment of duties in the previous meetings.

3) Gate Update:

- a. DOT Tape on gate rails to be completed prior to January meeting by Kyle.
- b. DVR/Camera installation to be completed prior to January meeting by Kyle.
- c. Tammy started a multi-function Homeowner Master List created in an excel spreadsheet. This will serve valuable in multiple future tasks to contact homeowners, update gate directory, possible future "robo-call" system for emergencies and tracking dues. Tammy will email BOD the working list.
- d. Requests for homeowner information updates have been posted to the RSCC Facebook page and website with 85 current homeowners still requiring updated information.
- e. Secretary is requesting stamps and envelopes to send out community letters. Sherry will order and deliver these supplies to Tammy.
- f. Process Review for resident code restructure. Gate company has a servicing option that would allow them to complete the gate programming instead of the BOD. This service fee for this is unknown at this time, to be researched by Jacob. Master List information to be gathered and utilized to update gate prior to official re-operation. Jake motioned to approve the gate companies programming up to a budget of \$500 or less. Maelissa 2nd, all in favor, passed.
- g. Community to initiate a single resident programming number as many homeowners utilize a gate remote. These codes would be updated frequently until a long term decision has been made on reimplementing individualized resident codes.
- h. Homeowner lives out of state and has multiple renters on his lot requesting guidance. BOD only handles affairs with homeowners and not tenants. Homeowner will be responsible in facilitating gate access for their tenants.
- i. Action binder for gate discussion. Maelissa will place the gate programming information in a binder to be stored along with all other RSCC user manuals.
- j. Update on exact information required to program gate system discussion. Maelissa confirmed that we will need homeowners full name, division, lot number, phone number, gate remotes, and assigned identification numbers.
- k. Ordering of gate remote's discussion. BOD is needing a minimum of 100 gate remotes to provide to new and existing homeowners. Sherry ordered a pack of 13 to see if they were compatible prior to bulk order. Sherry will research and attempt a programming and update BOD via email with outcome and next steps.

4) **Dam/EAP:**

- a. Marty reported that the state has not responded regarding the revised plans as of now. Paperwork has been completed and submitted, currently awaiting a response.
- b. Dam inspection took place on 10/22/2020. Inspection included photos and measurements, confirmed that current lake level is acceptable. Complete results from this inspection will likely take months to receive. Marty will update BOD once the results have been received.
- c. EAP Next Step Discussion. We need to create a file of lot owner names, addresses, and phone numbers for any lots that could be impacted to complete EAP Plan. Sherry will complete this task and submit to BOD for review.
- d. Additional dam updates and needed maintenance discussion. Vegetation on back side of dam needs to be removed, currently overgrown with black berry bushes and concrete chunks. Chain around the spillway needs to be replaced, currently a safety hazard.

5) **Community Alert System:**

- a. Table topic for a later date to determine community needs, may not be required

6) **Electronic Files Update:**

- a. Tammy was disconnected from the meeting and unable to provide update

7) **Website Revisions:**

- a. Discussion on the revisions that Tammy made on the RSCC Website. Item brought up that Online Pay does not currently work on the site, Sherry informed BOD on options to incorporate. BOD Members agreed to review the website for any additional needed adjustments.

8) **Brush cutter:**

- a. Purchased in November on sale for \$1766.40 for community upkeep.

9) **Bus Shelters:**

- a. One homeowner declined permission for Bus Shelter Placement and the other wants to review with spouse. Marty will keep BOD updated on status/location of potential installation.
- b. Shelters will need to be transported from donation site to RSCC. Marty and Jake will work on a transportation plan.

10) **Bills Top Notch Towing:**

- a. Jake was given the initial contract and believes he may be able to locate it. If he cannot locate Kyle will obtain another copy for the company.

11) **New Homeowner Baskets:**

- a. One upcoming homeowner needing a basket on 118th that will be closing 11/27/20. Sherry to keep updated log for BOD on purchases.

12) **Winter Preparation:**

- a. Sherry to provide Tammy office supplies to send mailed letters.

13) **Replacement signs and posts for community:**

- a. Jodi has been unable to complete as of now, she will take an inventory of all damaged, faded signs, or posts needing replaced. Jodi will provide to BOD next week via email.

Action Items:

- Resident Brent may have a resource for paving and is potentially willing to volunteer time to assist in needed community tasks.
- Maelissa will file a complaint for Health Department in regard to Div 1 Lot 89
- Identify and create draft for needed amended bi-laws, review in January meeting.

Items Tabled to be discussed at a later meeting:

1. Next steps for EAP to gate the pond
2. Need 2nd master brick & fireproof/waterproof keyed box 2nd Master brick
3. Website Revisions & Suggestions- by-laws, current events, Lake/Dam Page?
4. Bus Shelters: Homeowners permission to install, and make plan to transport and install shelters
5. Top Notch Tow Contract- Jake to sign contract, Tammy to scan signed copy for records
6. Review options to improve Track B area for the community
7. Paving Plan (Year 2021)

Meeting Adjourned by: Jacob Bruce At: 8:57 PM

X

Jacob Bruce
President

X

Marty Schoos
Vice President

X

Partial Attendance, Excused
Absence

Tammy Van Proyen
Secretary

X

Sherry Lingle
Treasurer

X

Jodi Granger
Trustee

X

Maelissa Knobel
Trustee

X

Kyle Knobel
Trustee

X

Open Position
Trustee

X

Open Position
Trustee

